

Sonoma County Library Minutes of the Library Commission

October 5, 2005

Note: M/S/C = Moved/seconded/carried

CALL TO ORDER

The Sonoma County Library Commission met in regular session. Commissioner Kunde, Vice-chair called the meeting to order at 7:37 p.m. in the Board Room of the Santa Rosa Central Library following the annual service award program. Commissioner Murphy and Hintereder's absences were excused.

Commissioners present: Bennett, Bertucci, Calsy, Lynch and Kunde.

Also present: Interim Library Director Roger Pearson, Assistant Library Director Molly McDermott, System and Technical Services Manager Jim Rosaschi, Fund Development Officer Peter Hunter, Administrative Services Manager Elissa Alfano, Children's Services Coordinator Susan Coffman, Librarian Julia Haggar, Branch Manager Jody Orlick, Branch Manager Mairi Barsky, and Administrative Aide Pat Cheek.

ANNOUNCEMENTS AND INTRODUCTIONS

There were no announcements or introductions.

APPROVAL OF MINUTES – The regular meeting of September 7, 2005.

M/S/C (Lynch/Bertucci) to approve the minutes of the September 7, 2005, meeting as presented. Unanimous

CORRESPONDENCE

Interim Director Roger Pearson circulated a folder containing a letter from Barbara Swary, Attorney for the Council on Aging representing Lorraine Jordan. Interim Director Pearson stated he had been in contact with Barbara Swary and has been gathering facts on a complaint made by Ms. Jordan, and will report back to the Commission.

PUBLIC APPEARANCE

Commissioner Kunde offered an apology to the public. She explained she had misinterpreted a section of the Brown Act, 54954.3A, *Public right to testify at meetings*. "Every agenda for regular meetings shall provide for an opportunity for members of the public to directly address the Legislative body on any item of interest to the public before or during the legislative body consideration of the item"... She stated, "I translated "or" to mean either/or and not and/or".

Reference Librarian Julia Haggar addressed the Commission. She announced this was her last Commission meeting due to retirement. She wanted to wish the Commission the

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best with the new director and thank them all for the wonderful work they do, and the support they give to the staff.

PRESENTATION

Children’s Services Coordinator Susan Coffman gave a detailed presentation about programs originating through Youth Services. She distributed to the Commissioners materials that were given out to the children at the “Dragons, Dreams and Daring Deeds” summer reading programs and circulated pictures of many recent events. Ms. Coffman also talked about the innovative programs that have taken place over the past two years and how the Library was seeing increased participation in all of the branches.

The Commission thanked Susan Coffman for the informative presentation.

ACTION ITEMS BY RESOLUTION

- 7.1 Resolution Adopting and Authorizing Execution of the Tentative Agreements for Memorandum of Understanding

Assistant Director McDermott reported that following a six-month period, the Labor/Management Committee reviewed the existing Memorandum of Understanding and updated it and revised much of the outdated language. The revised Memorandum of Understanding will include the tentative agreements recently ratified by membership on September 22, 2005.

Commissioner Bennett thanked Assistant Director McDermott on the behalf of the Commission for all her efforts.

M/S/C (Bertucci/Lynch) to adopt the resolution approving the tentative agreements reached, and authorize the Library staff to make those tentative agreements a part of a proposed Memorandum of Understanding between the Sonoma County Library and SEIU, Local 707, AFL-CIO, CLC- July 1, 2005.

The resolution requires a roll call vote:

Vote:	Murphy	Absent
	Bennett	Aye
	Bertucci	Aye
	Calsy	Aye
	Hintereder	Absent
	Kunde	Aye
	Lynch	Aye

AYES: 5 NOES: 0 ABSENT: 2 ABSTAIN: 0

ACTION ITEMS BY MOTION

- 8.1 Claims of \$7,000 or more, which require Commission approval.

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Claim: #1 North Bay Cooperative Library System, \$25,793.72, for Gale Databases purchases: 9/01/05 – 8/31/06 – Literature Resource Center – Twaynes & Scribners

Commissioner Lynch asked about the “Dynix” invoice discrepancy from last month’s meeting? Interim Director Pearson referred the Commission to his Director’s report for September 2005, under *Internal Operations*, which detailed the follow-up on the invoice.

M/S/C (Lynch/Calsy) to approve the claim for payment to North Bay Cooperative Library System, in the amount of Twenty Five Thousand Seven Hundred Ninety-three dollars and Seventy-two cents (\$25,793.72). Unanimous

8.2 Budgetary Adjustment to the Library operating fund

Commissioner Bertucci asked if this adjustment to the Operating Fund was a direct result from the Memorandum of Understanding. Interim Director Pearson reported it was the financial impact of the negotiated agreements.

M/S/C (Bennett/Lynch) to approve the budgetary adjustments of \$216,008 to the FY 05-06 expenditures in the Library Operating Fund following the completion of negotiations between Sonoma County Library and SEIU, Local 707, AFL-CIO Union. Unanimous

8.3 Revision of public service hours effective, January 3, 2006

Vice-chair Kunde announced two corrections to the background and motion information. They both should be corrected to read 10:00 a.m. Monday through Saturday, not 10:00 a.m. Monday through Friday.

Commissioner Calsy asked how the public would be notified and what would be the method of distribution for the information? Interim Director Pearson replied, we have three months to make a smooth transition and the Library would start notifying patrons via news releases to all papers, brochures, Sonoma County Library web sites, and posting within the Libraries.

M/S/C (Lynch/Bertucci) to approve a proposal to change the opening time of regional branches to be 10:00 a.m., Monday through Saturday, as listed in Appendix A, with exceptions for Santa Rosa Central, Cloverdale, and Guerneville to become effective January 3, 2006.

8.4 Revision of policy for “Moving/Relocation Expense for Appointment of Library Director.”

Interim Director Pearson stated, depending on the outcome of the closed session this evening, and if a Director is appointed, I am proposing the basic policy be approved and made consistent with the new salary levels.

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M/S/C (Lynch/Bennett) to approve revising the moving/relocation expense reimbursement policy for a newly appointed Library Director to compensate for increased moving/relocation costs. Unanimous

8.5 Director's Report for July 2005.

Commissioner Lynch complimented Interim Director Pearson on his report.

M/S/C (Bennett/Bertucci) to acknowledge the Interim Director's report for September 2005. Unanimous

DISCUSSION ITEMS

9.1 Claims of \$2,000+ paid subsequent to August 3, 2005.

Claim discussed were: Utilities

The Commission discussed the Pacific Gas & Electric anticipated major increase.

9.2 2004-05 fiscal year-to-date revenue and expenditure report – August 2005.

Commissioner Calsy asked about Library Fines, Line Item #3480. Administrative Services Manager Elissa Alfano explained it was the revenue from overdue material fines and does include what is collected from Unique Management Service Collection Agency.

Commissioner Bertucci questioned the 3309.0% increase in the Fund Balance. Administrative Services Manager Elissa Alfano explained it is based on zero base budgeting. We have to match our revenues with our expenditures. Ms. Alfano added most of our revenue would come following receipt of property taxes in December, so in the meantime, that number continues to increase and then drops again following receipt of taxes.

Commissioner Lynch asked about the Books/Materials, Line Item #7190. Are we behind on our spending? System and Technical Services Manager Jim Rosaschi replied we are currently spending a little ahead of schedule. Administrative Services Manager Elissa Alfano added that the figure in #7190 also represents accruals from last year. The Library hasn't finished with the FY 04-05 spending, and invoices need to get paid.

9.3 Library Administration reorganization process.

Assistant Library Director McDermott reported the Library had secured the services of Sally Brian, compensation and classification consultant, to review the current structure, and the proposed changes in the reorganization process and offer her recommendations. Currently, Ms. Brian has been talking with staff members whose positions might be most impacted by the implementation of a flat management structure.

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9.4 Library Director recruitment update

Assistant Library Director McDermott reported that all of the interviews have been completed. She added there would be discussions on selecting a new Director at the closed session this evening.

9.5 Fund Development Office report

Fund Development Officer Peter Hunter gave a progress report on the Library's Capital Campaign. He also reported that the Santa Rosa City Council had recently approved of collecting development impact fees to help pay for a new library branch in the Southwest area of the City.

9.6 New facility planning reports.

1. Santa Rosa Southwest Region

Interim Director Pearson reported on the Santa Rosa City Council meeting on Tuesday, September 27, to act on collecting impact development fees for a Southwest Branch. Commissioner Calsy added there were a lot of Library supporters present at the meeting. Melissa Kelly from the Foundation spoke, along with other groups supporting a new library in southwest Santa Rosa.

2. Sebastopol/West County Region

Commissioner Lynch said she had nothing to report

3. Sonoma Valley Region

Commissioner Kunde reported plans were being made to set up a meeting with the Sonoma Valley Facilities Leadership committee.

4. Windsor Region

Commissioner Bennett reported nothing had happened since the July 26 meeting.

9.7 Commission/Administration Division of Labor and Communications ad hoc committee report

Commissioner Hintereder the appointed Chair of the ad hoc committee to review the policy approved in September was absent. Further discussion of the Commission/Administration Division of Labor policy has not taken place. A report would be given in the near future.

LIBRARY ADVISORY BOARDS

10.1 Windsor Library Advisory Board – Posted and ready for appointment

Commissioner Bennett deferred this item until the November 2005 meeting.

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10.2 Healdsburg Library Advisory Board – Posted and ready for appointment

Commissioner Bennett deferred this item until the November 2005 meeting.

Commissioner Bennett reported there would be a resignation from the Library Advisory Board in Cloverdale. He expects an additional vacancy shortly.

Commissioner Calsy announced a member of the Santa Rosa Advisory Board would be moving to the Windsor area and had expressed interest in joining the Windsor Library Advisory Board.

DIRECTOR'S INFORMATION ITEMS

a) “The ABCs of Open Government”, by the Institute for Local Government

Interim Director Pearson talked about the pamphlet that was distributed with the Commission packet. He felt it was a valuable resource to have this current, quick reference guide to bring to meetings.

b) Earthquake preparedness

Interim Director Pearson reported that he and Assistant Director McDermott had started collecting information from various sources. Jim Fullmer, Facilities Coordinator, has been looking into earthquake preparedness measures that the County currently employs. Mr. Pearson stated he would continue to report on the progress.

COMMISSION MEMBER INFORMATION ITEMS

Commissioner Calsy reported he had visited all three Santa Rosa branches within the last month for various programs and activities. He added that a Master Gardeners program featured at Rincon Valley Regional Library would continue for the next two Saturdays.

Commissioner Lynch reported the recent Sebastopol's Friends of the Library annual book sale was very successful. In addition, an art exhibit titled “Black and White” is on display in the Sebastopol Forum Room. The show runs through October 22, 2005.

Branch Manager Mairi Barsky reported that Guerneville Library featured two scene readings with the Pegasus Theater group. There are many collaborative efforts between these groups that benefit the Guerneville residents.

The River Friends of the Library and the Guerneville Regional Library has received a bequest from the John Thomas Smith Estate. Mr. Smith was a good friend of the River Friends' President and he bequeathed \$7,500 to the Library. Branch Manager Mairi Barsky reported that these funds would allow the theater performances to continue.

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Ms. Barsky added that Guerneville was having trouble with the HVAC system recently installed by the County. There are currently discussions with Facilities Coordinator Jim Fullmer and the contractor that installed the system and they hope to resolve the situation.

Commissioner Bennett reported that Cloverdale recently had an art show and reception at their branch. He commented on the fine artwork on exhibit and added it is still on display. Commissioner Bennett spoke about the informative newsletter from the Friends of the Library group and suggested everyone read it. Additionally, the Cloverdale branch is offering children and adult tutoring programs for the Spanish speaking community.

Commissioner Bennett requested that a resolution be prepared acknowledging the contributions and service to the Library made by retired Director Thomas Trice. Interim Director Pearson stated he would add it to the agenda for the November 2, 2005 meeting.

Commissioner Bertucci reported that all is well in Petaluma. She stated she is especially delighted with the different program series currently forming at the Library, such as Master Gardeners, and a new musical series group.

Commissioner Bennett asked Commissioner Bertucci if book sales had increased since the completion and opening of “Dorothy’s Place”? Commissioner Bertucci responded that the facility is well visited and sales have definitely increased.

Commissioner Kunde reported that Mary Reder had returned to the Sonoma Valley Regional Branch after serving at the Northwest Branch and they were happy to have her back.

CLOSED SESSION

Consideration of appointment or employment of Library Director
(California Govt. Code 54957)
Title: Library Director

OPEN SESSION

Commissioner Kunde reported that the closed session convened at 9:14 p.m., in the Central Santa Rosa Library Board Room. Commissioners present: Bennett, Bertucci, Calsy, Kunde and Lynch. Also present Assistant Director Molly McDermott. Commissioners Hintereder and Murphy absences were excused.

The Commission met in closed session to consider the appointment and employment of a Library Director. They authorized the Assistant Director McDermott to offer the position to the candidate ranked number one by the selection committee at their meeting on September 23, 2005, at the advertised salary annually, and to offer to reimburse for actual relocation expenses not to exceed \$5,506. If the selected candidate accepts the offer, the Assistant Director

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will be authorized to execute an agreement for employment. The open session concluded at 9:47 p.m.

DATE AND TIME OF NEXT MEETING

Date: Wednesday, November 2, 2005
Time: 7:00 p.m.
Location: Central Santa Rosa Board Room

ADJOURNMENT

The meeting adjourned at approximately 9:48 p.m. by acclamation.

Clerk